



CITY COMMISSION STAFF REPORT

DEPARTMENT: Utilities

SUBJECT: Motion to approve and authorize the updated job descriptions and posting for recruitment of positions of Chief Plant Operator in the pay range between \$66,743.57 and \$85,098.06, and Plant Operations Superintendent, retitled from the position of Plant Operations Supervisor, in the pay range between \$81,127.23 and \$103,437.22, reflecting the minimum and mid-points of the proposed pay ranges in the Pay and Classification Study.

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval and authorization of the updated job descriptions and posting for recruitment of positions of Chief Plant Operator in the pay range between \$66,743.57 and \$85,098.06, and Plant Operations Superintendent, retitled from the position of Plant Operations Supervisor, in the pay range between \$81,127.23 and \$103,437.22, reflecting the minimum and mid-points of the proposed pay ranges in the Pay and Classification Study.

BACKGROUND OF ITEM:

Mike Aldrich, Chief Treatment Plant Operator (Wastewater), retired on June 21, 2023 after serving the City for 35 years. Likewise, George Garba, Plant Operations Supervisor, has requested his retirement to be effective October 6, 2023, after serving the City for 31 years. Both positions require advanced certifications mandated by the regulatory agencies to operate the City's treatment plants.

Certified / licensed treatment plant operators in the prevailing job-market are in high demand and the positions are difficult to fill. Due to these reasons, the Utilities Department has not been able to recruit such positions, not counting the two (2) high-level vacancies created by the aforementioned retirement.

The current pay ranges for the above two positions are as follows:

Chief Plant Operator:	\$57,120 (minimum) - \$80,709 (maximum)
Plant Operations Supervisor:	\$69,360 (minimum) - \$98,003 (maximum)

If we were to use the current salary structure, then in order to stay competitive and attract good applicants, it would have been necessary to offer salaries near the top of the present ranges. This is neither the Commission's desire nor a good policy. Hence, the need for advertising the aforementioned key positions with the pay ranges as recommended in the Pay and Classification Study.

JOB DESCRIPTIONS:

Due to the urgency of posting, the new job descriptions were updated by the Pay and Classification Study Consultant, Evergreens Solutions, LLC (blue font). They were further edited by the Utilities Director (maroon font), which are shown as tracked changes in Exhibits A and Exhibit B for Chief Plant Operator and Plant Operations Superintendent positions, respectively. For comparison purposes, present job descriptions are attached to Exhibit A and Exhibit B also and the footnotes show the year when they were last adopted or updated. Based on prior Commission comments, the Employee Acknowledgement sections have been removed from the proposed and present job descriptions.

FISCAL IMPACT:

Between the current salaries of those two positions and funds set aside for proposed implementation of Pay and Classification Study, there are sufficient funds available in the budget. Additionally, the two incumbents were above of the maximum of their respective pay ranges at the time of retirement.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Current Balance</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
450-931-512100-535 450-911-512100-533	To be appropriated by Commission	N/A	N/A	N/A

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Exhibit A: Proposed and Present Job Descriptions, Chief Plant Operator
2. Exhibit B: Proposed and Present Job Descriptions, Plant Operations Supervisor, Retitled to Plant Operations Superintendent
3. Exhibit C: Existing and Proposed Pay Grades and Pay Ranges for the Positions of Chief Plant Operator and Plant Operations Supervisor (Retitled to Plant Operations Superintendent)



Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to ...	08/11/23 01:57 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to ...	08/17/23 11:38 AM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to ...	08/17/23 01:12 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Wo...	08/18/23 08:37 AM
Allen, Tedra	END WORKFLOW - APPROVED		08/18/23 08:47 AM